

FEDERAL HOUSING FINANCE BOARD VACANCY ANNOUNCEMENT #06-03MP

OPENING DATE: April 6, 2006

CLOSING DATE: May 8, 2006

POSITION TITLE: Administrative Office Manager, TS-0301-09/11 **PROMOTION POTENTIAL:** TS-11

This position is also concurrently being advertised under competitive procedures. All non-status applicants or status applicants who wish to be considered under competitive procedures should apply under #06-01 DEU.

AREA OF CONSIDERATION: Current Status Federal Employees in the Washington, DC Area. Veterans who are preference eligibles or who have been separated from the Armed Forces under honorable conditions after 3 years or more of continuous active service may apply. Applicants eligible for non-competitive appointment (such as current/former Peace Corps/VISTA employees, People with Disabilities, Disabled Veterans, and other individuals eligible for special appointing authorities) are encouraged to apply. To be considered under this provision, you **MUST** submit proof of your non-competitive eligibility.

LOCATION: Office of Supervision, Washington, DC

SALARY: \$48,934 - \$76,967 per annum

The salary range includes a 2006 comparability rate of 16.3%. (This rate is subject to annual review and may change.)

Relocation expenses will not be authorized.

Other requirements: 1) US citizenship, and 2) the ability to obtain a background investigation

AGENCY BACKGROUND:

The **Federal Housing Finance Board (Finance Board)** is an independent non-appropriated fund agency in the Executive Branch of Federal Government. The Finance Board regulates the Federal Home Loan Banks (FHLBanks) for safety and soundness, and also ensures that the FHLBanks fulfill their public policy mission of facilitating residential mortgage lending in partnership with its community-based members. The FHLBank System was created in 1932 to promote home ownership and a strong home finance industry. It is a network of 12 District Banks that provide lending, deposit, and other services to mortgage lending institutions. The members of the FHLBank System originate and hold a significant portion of the nation's home mortgages. Membership includes thrift institutions (savings and loan associations, savings banks and cooperative banks), commercial banks, and credit unions as well as a small number of insurance companies. The FHLBank System has combined assets of \$1 trillion.

The **Office of Supervision (OS)** is responsible for carrying out the Finance Board's statutory duties for ensuring that: 1) the FHLBanks operate safely and soundly, 2) the housing finance mission for the FHLBank System is being met, and 3) the FHLBanks remain adequately capitalized. OS performs these functions through on-site examinations and off-site monitoring of the FHLBanks and the Office of Finance. Other responsibilities of OS include policy and regulatory analysis, formulation and planning, and conducting and evaluating long-range projects and proposals for all agency programs relating to the Finance Board's supervision and oversight of the FHLBank System.

The **Management, Planning and Budget Division** is responsible for facilitating administrative matters in OS. The agency's Strategic Plan, Annual Performance Budget and Annual Performance and Accountability Report, and the OS operating budget are coordinated through this division, as well as hiring, orientation of new staff, training, and professional development.

DUTIES AND RESPONSIBILITIES: The Administrative Office Manager (AOM) reports to the senior office manager in the Management, Planning and Budget Division. The AOMs carries out the daily administrative activities of the Office of Supervision (OS), which includes assisting in preparing and monitoring the OS annual budget, and acting as the OS's liaison on agency administrative operations for accounting, procurement, budget, travel, human resources, payroll, facilities and building operations, records management, or information technology services. As the AOM point of contact on travel matters, will coordinate with Office of Management staff in providing assistance to OS employees on travel matters. In the senior AOM's absence, may serve as lead AOM in OS.

Please read the following carefully - INCOMPLETE applications will not be considered.

ELIGIBILITY REQUIREMENTS:

Applicants must meet all qualification requirements, including the following, by the closing date.

Basic Requirements:

To be considered for this position applicants must have one year of specialized experience and/or education equivalent to the next lower grade.

Specialized Experience:

For TS-09: Specialized experience is experience which shows that you have the knowledge, skills, and abilities to perform the duties of this position successfully. This type of experience is generally obtained from having worked in a position similar to the position being filled and must include experience in office management, travel management, and a variety of administrative support functions.

For TS-11: Specialized experience is experience which shows that you have the knowledge, skills, and abilities to perform the duties of this position successfully. This type of experience is generally obtained from having worked in a position similar to the position being filled and must include experience in office management, budget development and tracking, travel management, and a variety of administrative support functions.

Evaluation Method: Applicants who meet the basic eligibility requirements will be further evaluated and rated under Category Rating and Selection Procedures against the Knowledge, Skills, and Abilities (KSAs) listed below. Applicants should prepare a concise narrative addressing EACH of the KSAs listed. With respect to each KSA, indicate how your experience and/or education provided you with KSA, *i.e.*, describe relevant (i) specific assignments (including identifying the issue or problem that was the objective of the assignment, your level of responsibility, and the results achieved) or (ii) specific coursework. Responses must be separate from the application form. **Applicants who do not respond to the KSAs will be rated ineligible.**

Your resume and supporting documentation will be reviewed and evaluated based on predetermined criteria. Eligible candidates will then be placed for selection consideration into three categories as described below:

1. **Highly-Qualified Category.** Meets the qualifications described for the Qualified Category and excels on responses to the knowledge, skills and abilities described below.
2. **Well-Qualified Category.** Meets the qualifications described under the Qualified Category and demonstrates proficient experience based on responses to the knowledge, skills and abilities described below.
3. **Qualified Category.** Meets minimally qualifying experience for the position.

Knowledge, Skills, and Abilities:

1. Knowledge of and experience in office procedures, such as budget development and tracking, making travel arrangements, time and attendance reporting as well as a variety of administrative support functions.
2. Knowledge of and experience in recordkeeping procedures to maintain office employee files and organization files.
3. Skill in using systems such as Microsoft Outlook, Word, PowerPoint, Excel and Access.

Veterans Employment Opportunities Act (VEOA) - To be eligible for a VEOA appointment, a veteran must be a preference eligible OR veteran separated after 3 or more years of continuous active service performed under honorable conditions. If you wish to be considered under VEOA, you must submit form DD-214 (certificate of Release or Discharge From Active Duty).

Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Plan (ICTAP):

Displaced employees must meet the following definition of well-qualified:

Well-qualified employees are those who satisfy all education, experience, and KSA factors for this position and who meet the above average level of a crediting plan for all KSA factors.

In addition, any well-qualified displaced employee must meet the eligibility criteria set forth below. He or she must:

1. Be a displaced employee;
2. Have a current (or a last) performance rating of record at fully successfully or equivalent;
3. Apply for a vacancy that is (i) at or below the grade level from which the employee is being or may be separated; and (ii) does not have greater promotion potential than the position from which the employee is being or may be separated;
4. Occupy a position in the same local commuting area of the vacancy;
5. File an application for a specific vacancy within the time frame stated on the vacancy announcement;
6. Provide proof of eligibility, that is, a Reduction-In-Force Separation Notice, Reduction-In-Force Notification of Personnel Action (SF-50), or an official notification from OPM or agency documenting special selection priority status.

APPLICATION PROCEDURE

How to Apply: Applicants must provide detailed evidence of the possession of the KSAs on a separate sheet of paper. All application materials must be received by 5 p.m. on the closing date of this announcement and sent to the Office of Human Resources at the address listed on the last page of the announcement under “Other Information”. Applicants are encouraged to fax or e-mail application materials given the delays encountered with mail delivery. Applications may be faxed to (202) 408-2530 or emailed to jobs@fhfb.gov.

An overview of the agency’s benefits package can be found at the following link: [FHFB's Benefits](#)

This agency provides **reasonable accommodations to applicants with disabilities**. If you need reasonable accommodation for any part of the application and hiring process, please notify us at (202) 408-2808. The decision to grant reasonable accommodations will be made on a case-by-case basis.

Mandatory Submission for All Applicants: Applicants must submit one of the following:

1. Form OF 612, “Optional Application for Federal Employment,” accessible at (<http://www.opm.gov/forms/html/of.asp> ; **OR**
2. A resume or other application format of applicant’s choice; **AND**

Regardless of which application form is submitted, it must include the information listed below or the applicant may not receive further consideration:

1. Announcement number, title, and grade(s) of the job for which applying;
2. Full name, mailing address (with zip code), and day and evening phone numbers (with area code);
3. Social Security Number and U.S. Citizenship;
4. Highest Federal civilian grade held, including series and dates held;
5. Work experience – including the following information for paid/unpaid work: experience related to the position for which applying, job title (include series/grade if Federal position), employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), number of hours per week, salary, duties and accomplishments, and indicate whether current supervisor may be contacted;
6. High School – name, city, state and zip code, and date of diploma or GED;
7. Colleges and Universities – name, city, state with zip code, major(s), type and year of any degree(s) received. If no degree, show total credits earned, and indicate whether semester or quarter hours;
8. Job-related training courses (title and year);
9. Job-related skills, for example foreign languages, typing speed, computer software proficiencies;
10. Job-related current certificates and licenses;
11. Job-related honors, awards, and special accomplishments, such as publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards.

If applicable, applicants must also submit the following:

1. Displaced eligibility proof, that is, a Reduction-In-Force Separation Notice, Reduction-In-Force Notification of Personnel Action (SF-50), or official notification from the Office of Personnel Management (OPM) or agency notice documenting special selection priority status (**MANDATORY SUBMISSION FOR ALL DISPLACED APPLICANTS**).
2. Notification of Personnel Action (SF-50), verifying current or previous competitive status and highest grade held.
3. Transcripts, if proof of education is required.
4. Performance appraisal, within last year.
5. Form SF-181 (Ethnicity and Race Identification) & Form SF-256 (Self-Identification of Handicap) – These forms are for data collection purposes only. Click on [HR Forms](#) to obtain the above mentioned forms.
6. Please indicate in your application submission how you found out about this employment opportunity.

Required Prior to Employment: Form OF 306, "Declaration for Federal Employment."

Other Information:

1. Applications may be sent to: Federal Housing Finance Board
Office of Human Resources, Suite 3000
1625 Eye Street, NW
Washington, DC 20006
2. To hand deliver, applications should be dropped off at the **Fourth Floor** reception desk.
3. Applications will not be accepted if submitted in United States Government postage-paid envelopes.
4. Investigations and clearances must be satisfactorily completed to remain in the position.
5. United States Citizenship is required.
6. For forms, call the Finance Board's Job Vacancy Hot Line at (202) 408-2808.

**THE FEDERAL HOUSING FINANCE BOARD IS AN
EQUAL OPPORTUNITY EMPLOYER.**

All applicants will receive consideration without regard to race, sex, sexual orientation, religion, color, national origin, age or disability.